



<Project Name>

<Assessment Type>

## Software Quality Assessment Plan

<MMMM DD, YYYY>

Prepared by:

<Your Name>

<Your Title>

## 1.0 Purpose

The purpose of this <Name of Assessment> is to provide assurance that ...

### 1.1 Scope

<Project Name> Software Quality personnel shall assess ...

### 1.2 Authority

This assessment is conducted under the authority of the Office of Systems Safety and Mission Assurance (OSSMA – Code 300) and the <Project Name> Systems Assurance Manager (SAM).

### 1.3 Resources

The following resources are needed to successfully conduct this assessment:

- <enter any procedures, documentation, etc>
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## 2.0 Assessment Locations and Dates

<Enter Location>

<Enter Date>

## 3.0 Assessment Team

<Enter Lead Assessor's Name>

<Enter Title>

<Enter Team Member's Name(s)>

<Enter Title>

## 4.0 Assessment Support Requirements

<Project Name> Software Quality personnel shall require access to the following tools, databases, and documents:

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## 5.0 Assessment Activities

<Project Name> Software Quality personnel shall conduct ...

## 6.0 Assessment Reporting

The assessment team shall generate a formal report within two weeks after the completion of this assessment. The report shall summarize all findings and observations discovered during the assessment and provide recommendations for corrective action. Copies of the assessment plan shall be distributed ...